

Patent
S/N 09/944,055
Docket No. G08.004

AMENDMENTS TO THE CLAIMS

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1. (Amended) A data storage method, comprising:
identifying a template based on a classification of a document to be stored;
 receiving document information associated with a said document to be stored, said
document information including information defined by said template;
 generating a pending record containing said document information;
 verifying said document information; and
 generating an active record if said verifying is successful, said active record available for
searching and retrieval by a user.

2. (Cancelled)

3. (Cancelled)

4. (Amended) The data storage method of claim 2 1, wherein said template is selected from among a library of available templates.

5. (Amended) The data storage method of claim 2 1, wherein said classification is a document collection classification.

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6. (Original) The data storage method of claim 1, further comprising:
 determining if said document has previously been stored.

7. (Amended) The data storage method of claim 2 1, wherein said template defines a plurality of data elements required to identify a document according to said classification.

8. (Original) The data storage method of claim 7, further comprising:
 receiving document data corresponding to each of said plurality of data elements prior to generating said pending record.

9. (Original) The data storage method of claim 1, further comprising:

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- associating said pending record with an image of said document.
10. (Original) The data storage method of claim 9, wherein said associating includes referencing a document record identifier in both said pending record and said image.
11. (Original) The data storage method of claim 1, further comprising:
associating said active record with an image of said document.
12. (Previously Amended) The data storage method of claim 1, wherein said document information includes at least one of: a collection name; a file name; subcategory information; location information; owner information; creator information; cross reference information; status information; history information; geographical information; and archive information.
13. (Original) The data storage method of claim 1, further comprising:
storing said pending record in a document management database; and
storing an indicator with said pending record indicating that it has not yet been approved.
14. (Original) The data storage method of claim 13, further comprising:

modifying said indicator upon approval of said pending record, thereby converting said pending record into said active record.
15. (Original) The data storage method of claim 13, wherein access to said pending records in said document management database is limited to authorized reviewers operating client devices.
16. (Original) The data storage method of claim 1, wherein said receiving document information further comprises:

receiving document information from an external system used to generate said document.
17. (Previously Amended) A method for storing a document, comprising:

conducting a search for existing records of a record management system referencing said document;

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submitting a request to add said document to said record management system if said search indicates that said document is not referenced in said record management system, said request identifying at least a type of said document;
entering document data in a data entry template, said data entry template selected based at least in part on said type of said document.

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18. (Original) The method of claim 17, further comprising:
forwarding said document data to a document management database, said document management database storing said document data in a document record.
19. (Original) The method of claim 18, further comprising:
associating a document image with said document record.
20. (Original) The method of claim 19, wherein said document image is associated with said document record based on a record identifier of said document record.
21. (Amended) A document retrieval method, comprising:
receiving information associated with a desired document;
identifying an active record of a document management database containing said information, said active record including information having previously been approved and converted from a pending record;
identifying a physical location of said document;
displaying information from said record; and
identifying a location of an image of said document.
22. (Amended) A data storage system, comprising:
means for identifying a template based on a classification of a document to be stored;
means for receiving document information associated with a said document to be stored,
said document information including information defined by said template;
means for generating a pending record containing said document information;

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means for verifying said document information; and
means for generating an active record if said verifying is successful, said active record
available for searching and retrieval by a user.

23. (Amended) A data storage apparatus, comprising:

a processor;

a communications device, in communication with said processor, receiving data; and

a memory unit in communication with said processor and storing a program, wherein the
processor is operative with the program to:

identify a template based a classification of a document to be stored;

receive document information associated with a said document to be stored, said
document information including information defined by said template;

generate a pending record containing said document information;

verify said document information; and

generate an active record if said verifying is successful, said active record
available for searching and retrieval by a user.

24. (Amended) A computer-readable medium having computer-executable instructions for
performing steps comprising:

identifying a template based on a classification of a document to be stored;

receiving document information associated with a said document to be stored, said
document information including information defined by said template;

generating a pending record containing said document information;

verifying said document information; and

generating an active record if said verifying is successful, said active record available for
searching and retrieval by a user.